

Job Description

Finance Manager

Job purpose:

Reporting to the Head of Business Development and Communications you will have the primary responsibility for leading and managing the finances for Action Foundation. You will ensure strategic and operational planning, budgeting, forecasting and reporting operate to enhance the governance and decision-making process for Action Foundation as well as conducting some day-to-day delivery of the finance functions. You will line manage the Finance Officer.

Experience of working within the charity sector is not essential, but you will need to have a working knowledge of charity account regulations and experience of working within an organisation of at least a similar size. You will be self-motivated and able to work on your own initiative, with the ability to develop a small but high performing team with a commitment to empowering others.

Hours: 21 hours per week
(0.6 FTE/3 days)

Location: Hybrid Working (1 day at home, 2 days in the office) and flexible working

Contract: Permanent, subject to passing a 3-month probation

Salary Scale: £34,564 – 39,794 per annum plus 6% pension contribution (pro rata to £20,738 - £23,876 at 0.6 FTE)

Annual Leave: 28 days + English Bank Holidays, pro rata

Organisational context

Action Foundation is an award-winning charity that supports and empowers asylum seekers, refugees and migrants in the North East to overcome immediate barriers, integrate with the community, and build skills for the future. The charity delivers its services across the Tyne & Wear region with our main offices being in Newcastle Centre, close to the quayside. Having been established for over 18 years the charity has grown to support over 2,000 people a year with approximately 100 volunteers, 27 staff and a turnover in excess of one million pounds.

Duties & Responsibilities

Finances:

- Oversight of all financial processes including production of monthly management reports, payroll, quarterly financial reporting and biannual budget setting with our treasurer and Board.
- To oversee and operate the computerised accounting system (SAGE), and to be responsible for its ongoing maintenance.
- To produce accurate and timely financial reports as required by the Board of Trustees, Chief Executive Officer and Managers.
- Management of all financial planning, cash and credit control processes.
- Working with our accountant and Finance Officer to produce our annual statutory report of accounts and to ensure all necessary financial returns are made on time to the Charity Commission, Companies House and HMRC.
- Reviewing and updating financial policies and procedures.
- Oversight of all financial data entry and management of bank accounts, gift aid and payment processes, payroll, pension scheme and other employee related benefits.
- To monitor/identify any financial risk

General:

- Line management of the Finance Officer.
- To be an effective member of Leadership Team and support colleagues in the strategic planning and operational management of the organisation.
- Representing the charity and reporting to stakeholders as appropriate.
- Working to maintain and uphold the charity's culture and values.
- To ensure the implementation of GDPR principles and confidentiality

The above is not an exhaustive list of duties but a key summary of the main responsibilities of this post.

Personal Specification/Key Competencies

Experience & Qualifications:

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| - Financial management, planning and reporting | Essential |
| - Line management of staff | Essential |
| - Professional accountancy qualification | Desirable |

Skills:

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| - Management skills, including the ability to lead and motivate self/others | Essential |
| - Excellent interpersonal, teamwork, negotiation and organisational skills | Essential |
| - Excellent IT skills including high level Microsoft Excel skills | Essential |
| - Initiative and a creative approach to problem solving | Essential |
| - The ability to develop new systems and processes | Essential |
| - Good written and verbal communication skills | Essential |
| - The ability to plan and deliver against targets | Essential |
| - The ability to write and implement policies and processes | Essential |
| - The ability to prioritise, multi-task and work well under pressure | Essential |

Personal qualities:

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| - Absolute integrity with a commitment to transparency and openness | Essential |
| - To be committed to supporting vulnerable migrants | Essential |

- To be supportive of the culture and values of the charity

Essential